

Training and Development Specialists

SOC: 13-1151 • Career Profile Report

■ Key Facts

\$65,850

Median Salary

452,300

Employment

+11.0%

Growth Rate

■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Medium Risk - 38.0% probability of being automated in the next 10-20 years.

This job has some routine elements but still requires human judgment and interaction.

■■ Work-Life Balance

8.6/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	3.8/10	Investigative	7.2/10
Artistic	4.0/10	Social	6.6/10
Enterprising	8.2/10	Conventional	8.8/10

■ Top Skills Required

Analytical skills, Collaboration skills, Communication skills, Creativity, Instructional skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Training and Development Specialists design, implement, and oversee **educational programs and professional development for employees**. They assess training needs, create instructional materials, and evaluate program effectiveness. Their work is critical in workforce development, organizational growth, and employee performance improvement.

This career is well suited for individuals who enjoy teaching, coaching, and enhancing workplace skills.

What Do Training and Development Specialists Do?

These professionals plan and deliver training programs to improve employee knowledge and performance.

Common responsibilities include:

- Assessing organizational and employee training needs
- Designing instructional materials, courses, and workshops
- Conducting training sessions in-person or online
- Evaluating training effectiveness and employee progress
- Collaborating with management to align training with business goals
- Maintaining training records and documentation
- Staying informed on industry trends and instructional technologies

Key Areas of Training and Development

Specialists may focus on specific training types or audiences:

- Employee Onboarding: Preparing new hires with essential skills and company knowledge
- Skill Development: Enhancing technical, professional, or soft skills
- Leadership and Management Training: Developing supervisors and future leaders
- Compliance and Safety Training: Educating employees on regulations and safe practices
- E-Learning and Digital Instruction: Delivering online courses and virtual learning programs

Skills and Abilities Needed

Training specialists combine instructional, analytical, and interpersonal skills.

Core Professional Skills

Personal Qualities That Matter

Education and Career Pathway

This role typically requires formal education and experience:

- Bachelor's Degree: Human resources, education, business, or related fields
- On-the-Job Training: Gaining experience in training delivery and program design
- Professional Certification (optional): Certified Professional in Learning and Performance (CPLP) or similar credentials
- Continuous Learning: Staying current on instructional methods, technology, and workplace trends

Where Do Training and Development Specialists Work?

They are employed in organizations that provide workforce training and development:

- Corporate Human Resources Departments
- Training and Consulting Firms
- Educational Institutions
- Government Agencies
- Healthcare and Professional Services

Work environments include offices, classrooms, training centers, or virtual learning platforms.

Is This Career Difficult?

This career requires strong communication, instructional design, and organizational skills. Specialists must engage learners effectively, assess training impact, and adapt programs to diverse needs.

Who Should Consider This Career?

This career may be a strong fit if you:

- Enjoy teaching, coaching, and mentoring others
- Have strong communication and presentation skills
- Are creative, organized, and detail-oriented
- Can analyze learning needs and evaluate outcomes
- Want a career enhancing employee performance and development

How to Prepare Early

- Take courses in education, human resources, or communication
- Volunteer or intern in training or instructional roles
- Develop skills in public speaking, curriculum design, and digital learning tools
- Gain experience facilitating workshops or presentations
- Stay informed on industry trends, learning technology, and professional development practices

Training and development specialists improve organizational performance by educating, coaching, and empowering employees through effective learning programs.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/business-and-financial/training-and-development-specialists.htm>